



Parks, Recreation and Marine Recreation Leader Specialist VII

Part-Time Employment Opportunity

Apply by:
March 11, 2016

The Department of Parks, Recreation and Marine is a nationally recognized and award-winning organization with 1,100 full-time/part-time staff and a budget of \$55 million. The Department oversees facilities and programs that reflect the needs and interests of a culturally diverse community, including: 161 parks with more than 3,200 acres devoted to open space and recreation, 27 community centers, 3 public pools, 6 miles of beaches, and 3 marinas.

The Department provides free and fee-based recreational programs and leisure opportunities, both self-directed and organized, for people of all ages and cultures. Youth programs include free youth sports for ages 5 to 14 serving nearly 10,000 participants annually, summer and vacation day camps, 2,100 recreational and educational classes, sailing and aquatics instruction, teen center activities, skateboarding opportunities, and supervised afterschool and weekend activities at parks and schools. In addition, approximately 12,000 youth participate in non-Department sports leagues that utilize park facilities.

The Department of Parks, Recreation and Marine is seeking qualified candidates interested in applying for a **Recreation Leader Specialist VII position at the El Dorado Nature Center**. This position acts as lead staff for the **Visitors Center**. The duties and responsibilities for this position include:

- Under direction, plan and implement activities as part of the Nature Center public education programs;
- Design and create exhibits and displays for the Nature Center museum;
- Prepare and conduct educational tours for school youth groups;
- Assist with Visitors Center artist gallery coordination;
- Design and create Nature Center calendars, flyers, brochures, and Parks, Recreation and Marine quarterly brochures;
- Assist with the reservations of school and youth group tours;
- Assist with purchasing, pricing, sales, and inventory of gift shop merchandise, as well as opening and closing duties;
- Perform other related duties as assigned.



Qualifications This position is open only to current City of Long Beach employees and requires the following minimum qualifications:

- Three years of experience working in recreation or a related field, with one additional year of experience acting as lead staff in a recreation or related program;
- Must be at least 18 years of age, and possess a valid California Driver's License;
- Excellent written and oral communication skills, as well as customer services skills;
- Experience with public speaking;
- Knowledge of Microsoft Word, Publisher, and Excel;
- Ability to perform basic mathematics;
- Experience working with children and diverse groups of people;
- Prior completion of PR&M's Cash Handling Training is highly desirable;
- Experience working with the public in a nature center, museum, or zoo setting is desirable;
- Course study in environmental sciences, biology, zoology, or park naturalist is desirable.

Hourly Rate and Schedule This non-career position is offered at the Recreation Leader Specialist VII level at an hourly rate of \$16.756. The position is temporary and scheduled hours may vary by week on an as-needed basis. Non-career employees are not typically eligible for health/dental/vision benefits; however, they may be eligible for sick leave benefits.

How to Apply All candidates should submit a letter of interest and resume. Candidates not currently working for PR&M must also complete and submit an application, which can be obtained from the address below. All documentation must be submitted **no later than 4:30 p.m., Friday, March 11, 2016**, to:

Meaghan O'Neill, Park Naturalist
El Dorado Nature Center
7550 E. Spring Street
Long Beach, CA 90815

Or e-mail: Meaghan.oneill@longbeach.gov

EQUAL OPPORTUNITY EMPLOYER

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.

If a special accommodation is desired or if you would like to request this information in an alternative format, please call (562) 570-3187.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

"We create community and enhance the quality of life through people, places, programs and partnerships"